



Department of ADMINISTRATIVE SERVICES Job Postings



**MIDDLESEX COMMUNITY COLLEGE
JOB OPPORTUNITY
EVENING COORDINATOR
Part-Time, 10-month, Tenure Track
Projected Start Date – August 2017**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Meriden CT
Hours: 24 hours per week (10 months/year)
Salary: \$30,727 with excellent medical insurance, retirement and related fringe benefits.
Closing Date: June 30, 2017

Knowledge, Skills and Abilities: The Evening Coordinator will function as the administrative person in charge of MxCC@Platt during the evening hours. This position will serve as the liaison with Platt High School administration to coordinate facility scheduling and operation, student services, and emergency management operations. The position may have lead or functional supervision of administrative support, student services, maintenance and security staff when their assistance is needed. Abilities include scheduling and monitoring authorized use of classrooms, equipment and other instructional facilities, taking action as needed to resolve problems of availability or schedule conflicts; assisting faculty with technological equipment, overseeing the proper observance of security procedures during assigned hours; performing or verifying opening and closing of the facilities at proper times; providing general administrative services during assigned hours; providing general and academic information regarding courses, events and programs; assisting evening students with information and guidance on matters relating to registration, placement testing, financial aid and other similar student services; serving as liaison for evening students with the College's faculty and administration; responding to emergencies and incidents such as fire alarms, injuries or security threats by alerting appropriate authorities and instructing staff on proper actions; collecting necessary information, preparing incident reports and communicating with appropriate administrators. The incumbent will be expected to handle student disciplinary issues in collaboration with the Dean of Students; have experience or be willing to learn to handle issues related to Title IX in collaboration with the Dean of Students.

General Experience: A Bachelor's degree in an appropriately related field and one to four years of experience in a field related to adult education administration, business or office administration; must have demonstrated substantial knowledge and experience in academic and office administration; student services or related public service; strong information technology literacy skills; effective oral and written communications.

Special Experience: Preferred qualifications include experience working with community college students of varying abilities; an understanding of the mission of the community college; ability to respond to and work with multiple constituencies,

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

Working Conditions: Incumbents typically perform their work in offices, conference rooms and lecture facilities.

Application Instructions: Email letter of intent, resume, BOR Application, transcripts (unofficial copies are acceptable at the application stage), to: MX-HR-Recruitment@mxcc.commnet.edu; OR, mail to:

Noreen Wilson, Administrative Assistant
Human Resources
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

For more information about Middlesex Community College please visit our website, www.mxcc.edu

MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER; M/F PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies related to employment: Anastasia Pych, Title IX Coordinator and Section 504/ADA Coordinator, apych@mxcc.edu; 860-343-5751.